

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter
	Proposed Orders
	Section

Proposed Orders are not required when filing a Motion. If a Docket Text Only Order is not sufficient, the filer may file a Motion to Amend the Order (once the Docket Text Order is docketed) and attach a proposed Order to the Motion event.

Docket

Motion to Amend Order

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Motion
STEP 3	Enter Case Number
STEP 4	Select Amend Order
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse and select your PDF document (Include the Certificate of Service as part of the Motion to Amend Order)
	Click Yes for Attachment to Documents
STEP 8	Attach Proposed Order as an attachment – Refer to Chapter: Document Preparation, Section: Submit Document/Attachments
STEP 9	Select Type – Proposed Order
STEP 10	Select Order Event to relate to Motion to Amend Order
STEP 11	Review Docket Text

- | | |
|----------------|------------------------------------|
| STEP 12 | Submit if accurate |
| STEP 13 | Back up if changes required |
| STEP 14 | Review Notice of Electronic Filing |

SAMPLE DOCKET TEXT

Docket Text: Final Text

Motion to Amend Order(related document(s)[17] Order on Motion to Change Venue,). Filed by train01 on behalf of Mark Allen Wilson. (Attachments: # (1) Proposed Order) (train01,)

The court will print out the Proposed Order and forward to the judge for review and signature.
